

## Capital Purchase Worksheet

### Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.

Submitted by: Lt. O. Miller

Date Submitted: 10/18/2019

Is this purchase listed as a capital purchase in the approved budget? Yes

What amount is approved in the budget for this purchase? \$5,604.00

Description of the item and why the item is needed at this time.

Community Service Smoker/Grill trailer for various community events.

Can your job be performed without the purchase of this item? Please explain below.

Yes

Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.

Yes. Attached.

Is this to replace a current capital asset? No

If so please list below the item being replaced and why it can not be used any longer.

N/A

How do you plan to dispose of the item that is being replaced?

N/A

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date

## Capital Project Worksheet

### Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.  
If this project is approved, you must complete the Pre-Project Worksheet and Budget forms.

Submitted by: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Is this purchase listed on the capital projects plan in the approved budget? \_\_\_\_\_

What amount is approved in the plan for this project? \_\_\_\_\_

In what year is this project shown to begin in the plan? \_\_\_\_\_

Description of the project and why the project needs to be completed at this time.

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Can your job be performed without the completion of this project? Please explain below.

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Will not completing this project cause a public safety issue? Please explain below.

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Do you expect to come in, at, or under budget on this project? Please explain below.

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Is there a grant associated with this project? \_\_\_\_\_

If so please list below the grant amount and the match required by the City.

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Approval by City Administrator

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Signature and Date

Approval by Council President

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Signature and Date